



MEMORANDUM

To: Town Council

From: Clayton A. Anderson, Town Manager

Date: October 28, 2025

Re: 2025 Monthly General Government Report

Below is the update on some of the projects and statistics from the Town of Upper Marlboro General Government has undertaken in September 2025.

Projects Underway	
Reports	<ul style="list-style-type: none">• Tax Differential Report started• Final Draft of the FY 25 audit completed• Circuit Rider audit completed• MIP training for grant management and reporting
Community Engagement	<ul style="list-style-type: none">• Responded to resident concern regarding code enforcement• Scheduled meeting with COO of local church to discuss community partnership• County Executive Listening Tour• Speed Camera fee increase notifications announced• National CERT Week• Marlborough Towne light repair discussion• Residential Assistance provided to a resident• Met with the new State's Attorney• September Landings started• Continued to work with downtown business owner to address marketing• Hispanic Heritage Month• Rosh Hashanah Clean Cities Coalition

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Volunteer Committee Participation	<ul style="list-style-type: none"> • Economic Development Working Group • Met with Board of Supervisors of Elections • Events Committee
Local Legislation	<ul style="list-style-type: none"> • Codification draft reviewed and passed • Charter Amendments drafted and discussed • Elections Resolution drafted and discussed • PGCO CB-83-2025 Development Transparency legislation review • PGCO CB-085-2025- County Services Request Tracking legislation review • PGCO CB-088-2025- Locally Owned and Operated Business Incentive Act legislation review
Personnel	<ul style="list-style-type: none"> • Human Resources staff training and certification in SHRM began • Special Assistant / Marketing staff P/T hired • Coordinated BOSE swearing In • Met with Broker for Benefits Consulting • Working to complete State Retirement Certification training
Budget/Finances	<ul style="list-style-type: none"> • MOU from Prince Georges County RDA reviewed • Processed Personal Property Taxes • Processed Business License renewals • Continued follow-up on tax exempt status with Comptroller • Updated Business License records • Mailed Business license renewals • Updated line items • Accepted bid for two surplus vehicles • Completed inclusion in the Opioid settlement

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Economic Development	<ul style="list-style-type: none">• Working with Michaels on parking requirement• Met with Water Street business owner• Coordinated Study Buddy grand opening
Election	<ul style="list-style-type: none">• Election schedule completed• Voter card verbiage approved
Administrative Statistics	<ul style="list-style-type: none">• 339 calls *Town Manager not included*• 2571 emails * Town Manager not included*• 108 bills and invoices reviewed and processed

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